

Appendix A

NOV 18 2002

Technology Services
Designated Positions, Duties and Categories
July, 2002
(See Appendix B for Category Details)

<u>Position</u>	<u>Duties</u>	<u>Category</u>
Deputy City Manager/CIO	Manages the Technology Services Business Center and Assists the City Manager in the assessment and administration of Citywide technology services.	1
Information Technology and Communications Director	Directs Information Technology and Communications Department. Has overall responsibility for purchases of supplies and services for IT division	2
Communications Deputy Director	Manages and administers the Division, responsible for the maintenance, repair and improvements of City 800 MHz, paging and other communications systems. Has overall responsibility for purchases of supplies and services for the Communications Division.	2
Program / Project Manager / Coordinator	Directs work programs, coordinates projects, and provides assistance and staff to management, committees and task forces.	3
Supervisor	Supervises professional staff; coordinates Citywide data processing needs with City staff and the data processing corporation.	3
Senior Communications Engineer -	Recommends and approves specification for major purchases of communications equipment for all City departments. Administers Capital Improvements Program.	3
Associate Communications Engineer	Recommends and approves specifications for major purchases of communications equipment for all City departments. Assists in the administration of the Capital Improvements Program.	3
Senior Communications Technician Supervisor	Performs supervisory duties of City forces and support services; reviews materials, supplies and items necessary in day-to-day operations in the Communications Division.	3
Information Systems Analyst III	Coordinates shared City data systems and standardization of programs; analyzes and recommends hardware and software standards and other data systems needs as assigned.	
Information Systems Analyst IV	Supervises web production team staff, serves as Citywide representative and IT Project Manager on complex projects involving distributed Internet/Intranet systems. Manages outside vendors and ensures timely enterprise wide Inet technical solutions. Develops IT internet/ intranet policies and procedures.	
Senior Management Analyst	Analyzes technology needs; recommends and approves specification for major purchases of computer hardware and software programs.	3
Consultants	Refer to the Disclosure Category section (Exhibit B) for Consultants	4

Appendix B
TECHNOLOGY SERVICES
DISCLOSURE CATEGORIES
July, 2002
(See Appendix A for Cross-References)

Category 1

Investments and business positions in any business entity either located in or doing business with the City, or in a technology related field.

Income and gifts from sources

Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.

Category 2

Investments and business positions in any business entity located in or doing business with the City.

Income and gifts from sources located in or doing business with the City.

Interests in real property located in the City, including property located within a two-mile radius of any property owned or used by the City.

Category 3

Investments and business positions in a firm or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.

Income and gifts from any person or business entity that supplies goods or services to the City, receives goods or services from the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding, or that is granted authority by the City to use City facilities.

Category 4

Consultants:

Consultants shall be included in the list of designated employees for the Technology Services Business Center and shall disclose pursuant to the broadest category in the code subject to the following limitation:

The Deputy city Manager, Department Directors, Deputy Directors, City Treasurer, Purchasing Agent; Program or Project Managers, or Supervisors may determine in writing that a particular consultant, although a "designated position," is hired

to perform a range of duties that is limited in scope and thus W³ not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.